

## **TRAINING OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible position in the fire service, the primary duties of which include assembling or developing training materials, conducting training classes, and keeping records of training activities. Incumbent of this class evaluates the performance of department employees during training and maintains records required to document the activity of the Training Division. An employee of this class performs most work with little supervision. The Training Officer reports to and has work reviewed by the Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Conducts training classes, either in the classroom, at the drill field, or at the fire station, in the following areas: fire fighting, use of protective breathing apparatus, CPR, fire streams, ladders, ventilation, rescue, communications, safety, fire attack, salvage and overhaul, pump operations, driving fire equipment, supervision, arson investigation, or any other related subject assigned or required.

Prepares lesson plans and training material. Develops job simulation exercises to rate skills acquired during training. Schedules training for all department employees. Discusses performance of subordinates with superiors.

Personally completes all forms and records required to document the activity of the Training Division. Reads graphs, charts, manuals, or reports in order to compile and analyze data needed for reports. Writes narrative reports on matters concerning the operation of the Training Division. Files records and reports as required.

Acts as a consultant for volunteer fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire fighting efforts when required.

Personally tests or directs the testing of all equipment of the department; assures that equipment meets all applicable federal, state, and local standards.



**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must possess a valid driver's license.

At the time of application for examination, must have at least five (5) years of fire fighting experience with a full-time paid fire department.

Must meet National Fire Protection Association (NFPA) 1041 Standard for Fire Service Instructor Professional Qualifications Instructor II level and prove such certification.

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